

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING
P.O. Box 187019
Sacramento, CA 95818



Employee Name	MORGAN, Brett
Expense Dates	11/10/09-11/11/09
Total Expense Amount	134.13
Amount Due Employee	134.13
Form ID	TEA000552531

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	11/10	Lodging	94.13	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents

Approved by: _____

MATTHEW L CATE

Travel & Expense Account Summary

Employee Name Brett MORGAN
Expense Dates 11/10/09-11/11/09
Report Name November 2009

Request Total \$ 134.13
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **134.13**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CMC Tour	134.13

NOTE: (d)=Direct Charge

DATE	Tue Nov 10	Wed Nov 11								TOTAL
Lodging	94.13									94.13
Breakfast		6.00								6.00
Lunch		10.00								10.00
Dinner		18.00								18.00
Incidentals		6.00								6.00
TOTALS \$	94.13	40.00								134.13

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CMC Tour	11/10/09	Lodging	94.13	Cash
Regular Travel	CMC Tour	11/11/09	Breakfast	6.00	Cash
Regular Travel	CMC Tour	11/11/09	Lunch	10.00	Cash
Regular Travel	CMC Tour	11/11/09	Dinner	18.00	Cash
Regular Travel	CMC Tour	11/11/09	Incidentals	6.00	Cash

333 MADONNA ROAD
SAN LUIS OBISPO, CA 93405

TELEPHONE 805-549-0800

FAX 805-543-5273

Name & Address

MORGAN, BRETT
1515 S. ST.

SACRAMENTO, CA 95817
US

Room
Arrival Date 255/TDBN
Departure Date 11/10/2009 10:18:00PM
11/11/2009
Adult/Child
Room Rate 1/0
\$84.00

EMBASSY SUITES
HOTELS®

RATE PLAN S-GVS

Rates subject to applicable sales, occupancy, and other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. I have requested weekday delivery of USA TODAY. If refused, a credit of .75¢ will be applied to my account. In the event of an emergency, I, or someone in my party, require special evacuation assistance due to a physical disability. Please indicate yes by checking here: ☐

NOTICE TO DEBIT CARD USERS: Please be advised that Embassy Suites Hotel® is not responsible for any overdraft caused by funds held by your bank to cover room and tax, plus estimated incidental amount of \$50.00 per day for your entire stay. Your bank will hold the funds for a minimum of three (3) business days from your checkout date.

Signature

Confirmation: 87046717

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DATE	REFERENCE	DESCRIPTION	AMOUNT
11/10/2009	1818181	GUEST ROOM	\$84.00
11/10/2009	1818181	OCCUPANCY TAX	\$8.40
11/10/2009	1818181	CALIFORNIA TOURISM ASSESSMENT	\$0.05
11/10/2009	1818181	SLO CITY TOURISM ASSESSMENT	\$1.68
		WILL BE SETTLED TO VS *8958	\$94.13
		EFFECTIVE BALANCE OF	\$0.00
		ESTIMATED CURRENCY TOTAL	

ACCOUNT NO.	
CARD MEMBER NAME	
ESTABLISHMENT NO. & LOCATION	ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT
CARD MEMBER'S SIGNATURE	

DATE OF CHARGE	FOLIO NO./CHECK NO.
	489074 A
AUTHORIZATION	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	0.00

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT - 1.5% PER MONTH INTEREST CHARGE WILL BE APPLIED TO ALL PAST DUE INVOICES.

333 MADONNA ROAD
SAN LUIS OBISPO, CA 93405
TELEPHONE 805-549-0800 FAX 805-543-5273

MORGAN, BRETT
1515 S. ST.

SACRAMENTO, CA 95817
US

255/TDBN
11/10/2009 10:18:00PM
11/11/2009 9:57:00AM

1/0
84.00

RATE PLAN
HH#
AL:
CAR:

S-GVS

CONFIRMATION NUMBER : 87046717

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11/10/2009	1818181	GUEST ROOM	\$84.00
11/10/2009	1818181	OCCUPANCY TAX	\$8.40
11/10/2009	1818181	CALIFORNIA TOURISM ASSESSMENT	\$0.05
11/10/2009	1818181	SLO CITY TOURISM ASSESSMENT	\$1.68
11/11/2009	1818592	VS *8958	(\$94.13)
** BALANCE **			\$0.00

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